

The city of Fitchburg

Position Description

Title: Local Building Inspector, Part-Time (non-benefited position)

Supervisor: Building Commissioner or Designee

Hourly Wage: \$20.00 To \$25.00 per hour (non-benefited position)

Hours: 16 hours per week (Monday through Friday evenings)

The responsibilities and duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Responsibilities: Under the supervision of the building Commissioner, performs duties related to the enforcement and administration of local, state and federal building codes and zoning laws; deny and revoke certifications and permits; examine and / or approve plans for new buildings, the repair, alteration of existing structures.

Duties:

1. Inspects buildings and other permits including requirements for building construction, fire prevention, lighting, ventilation, safe egress, and other code requirements.
2. Make on site inspections for compliance.
3. Testify in court and attend City Council and other meetings as directed by the Building Commissioner.
4. Inspects building applications and construction plans.
5. Respond to citizen complaints concerning building code violations.
6. Complete required city and state reports as required or requested.
7. Be “on call” to respond to emergency situations.
8. Must be able to work an evening schedule on a regular basis or as assigned by the Building Commissioner.
9. Maintains daily records of permits granted and on site inspections.
10. All other duties as assigned by the Building Commissioner.

Qualifications:

1. Bachelor's degree, in a related field, with a minimum of five (5) years construction experience, or Associates degree with eight (8) years of related experience, or ten (10) years documented experience in the construction field.
2. Be certified, or have the ability to become certified within an eighteen (18) month period by the Certification Committee or the State Board of Building Regulations and Standards.
3. Have extensive expertise in a minimum of three of the following areas: building construction, lighting, ventilation, safe egress, building materials, or equipment.
4. Knowledge of state and local code requirements.
5. Familiarity with the local building community a plus.
6. Withdraw from all companies/partnerships engaged in construction within the Fitchburg City limits.
7. Must be available (on call) seven (7) days for emergencies.

Physical Component:

1. Requires site visits to structures under construction and construction areas on a routine bases.
2. This position is rated moderate to heavy.

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and the requirements of the job change.

Revised July 19, 2011

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